**Write This Way to Canterbury**

**Focus Correction Areas for Individual Assignments**

1. **Business Email (related to *The Canterbury Tales*) 30 points**

* Written in the proper business letter/email format (heading, salutation, body, closing, professional tone)
* Includes at least 2 references/quotes used in *The Canterbury Tales* and follows the directions for the assignment: “The pilgrim would like to update his/her employer and share information about the trip.”
* Free of grammatical/mechanical errors

1. **Personal Resume 30 points**

* Includes required elements in correct order: Heading, Objective, Education, Skills (at least 3), Work History and/or Community Service, Honors, References
* Typed, well-organized, neat and easy-to-follow, free of grammatical/mechanical errors and visual distractions
* Uses action statements that are clearly and succinctly written; statements use a consistent verb tense and precise wording

1. **Autobiographical Exit Paper 30 points**

* Organized, including an attention-grabbing introduction and a conclusion that leaves a lasting impression
* Well-written using rich, clear details of high school experiences and education, career, work, and personal goals and plans for achieving those goals
* MLA style, free of grammatical and mechanical errors